

Article 2200
Site Plan and Design Review

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2201 PURPOSE OF SITE PLAN AND DESIGN REVIEW.

- a. Site Plan Review. The purpose of site plan review is to provide adequate review by the Zoning Commission of proposed developments in those zoning districts where the uses permitted are of such a nature, because of their size, scale or effect on surrounding property, that review of specific plans is deemed necessary to protect the public health, safety and general welfare of the community.
- b. Design Review. The purpose of design review is to provide adequate review by the Zoning Commission with the advice of a registered architect to assure that new construction and modifications to existing buildings foster harmonious relationships with surrounding properties.

If the Board of Trustees has appointed a licensed Architect, the Architect shall make recommendations to the Zoning Commission on whether or not a proposed application complies with the applicable design review criteria pursuant to Section 2203.b.3 for commercial, industrial and multi-family uses and the design review criteria pursuant to Section 2204.c for single family dwelling units.

2202 SITE PLAN AND DESIGN REVIEW REQUIRED.

- a. Site plan and design review pursuant to the regulations in Section 2203 shall be required for the following:
 1. New construction of all permitted uses in commercial and industrial districts;
 2. All new conditional uses in all districts;
 3. New construction of multi-family dwelling units; and

4. Any existing or previously approved development meeting the criteria of (1) through (3) above which proposes to alter, reconstruct or otherwise modify a use or site including expanding the floor area of the permitted use, increasing the number of dwelling units in a multi-family development, or changing the use which requires an increase in the amount of parking or a change in the site's circulation.
- b. Design review pursuant to the regulations in Section 2204 shall be required for new construction of all single family dwelling units located in new subdivisions of 5 lots or greater recorded after the date of the passage of this amendment.

2203 SITE PLAN AND DESIGN REVIEW FOR NON-SINGLE-FAMILY USES.

- a. Preliminary Conference. The applicant shall meet with the Zoning Commission to review preliminary plans prior to preparing final plans pursuant to subsection (b). The purpose of such preliminary review is to establish a mutual understanding of the provisions of this Resolution and the development objectives of the Township. The Zoning Commission may discuss with the applicant changes that may be required prior to final submission of plans. However, neither the applicant nor the Zoning Commission shall be bound by any decision made at this preliminary conference. The applicant shall submit the number of copies as determined by the Zoning Inspector of the general plan showing the location of all existing and proposed structures, parking areas and access points to public and private streets should be submitted for the preliminary plans conference. Preliminary plans should be submitted to the Zoning Inspector at least 15 days prior to the next regularly scheduled Zoning Commission meeting in order for discussion of the preliminary plans to be scheduled on the agenda for the next Zoning Commission meeting.
- b. Final Plan Review.
 1. Submission Requirements. The applicant for a zoning permit for any use requiring site plan approval shall submit the final development plan to the Zoning Inspector along with payment of the required fee. The final development plan shall be prepared by a qualified professional and drawn to an appropriate scale and shall disclose all uses proposed for the development, their location, extent and characteristics and shall include, unless items are determined by the Zoning Inspector to be inapplicable or unnecessary and are waived in writing by the Zoning Inspector, the following maps, plans, designs and supplementary documents.

The applicant shall provide thirteen (13) copies of the applicable information listed in items “A” through “L”. The number of copies may be reduced at the discretion of the Zoning Inspector if the application is available in an electronic format.

- A. A site plan indicating the total areas to be developed and showing with dimensions the setbacks, existing property lines, and easements and the location of all existing and proposed buildings, structures, utilities, lighting, driveways, walls, fences, off-street parking areas, topography, abutting street rights-of-way, railroads, highways, loading and unloading areas, watercourses, and other topographic features within and adjacent to the property;
- B. A vicinity map which indicates the location of the site in relation to the surrounding area;
- C. The zoning classification of all adjacent properties;
- D. A separate plan may be required to show all existing and proposed utilities;
- E. Four elevations including a front, rear and two side elevations, together with additional views or cross sections, if necessary, to indicate completely the exterior appearance of the structure. All elevations shall be drawn to the same scale, which shall be not less than one-eighth of an inch to the foot. Each elevation shall show the accurate location of windows, doors, shutters, chimneys, porches and other architectural features, all materials and finishes, an accurate finish grade line, existing topography and major vegetation features;
- F. A sign plan showing the location and type of all signs pursuant to the regulations in Article 1600;
- G. Landscaping plan indicating location, dimensions, and arrangement of all areas devoted to lawns, trees, and shrubs. Types of plantings shall be listed by common and biological names;
- H. A description of the proposed uses in sufficient detail to fully describe the nature and the extent of the proposal;

- I. A description of the expected traffic pattern as it affects the existing thoroughfares;
- J. Plans or reports describing proposed treatment or control of any excess traffic impacts, noise, glare, air or water pollutants;
- K. Plans or reports showing the types of fuels to be used and the smoke or gas control devices that will be provided along with plans for the handling or storage of any hazardous gases, liquids or other materials.
- L. A stormwater run-off calculation, performed by a licensed professional Engineer.

2. Administrative Review. The Zoning Inspector shall review the application for completeness pursuant to subsection (1) and inform the applicant which items from the submission requirements have not been received or are incomplete. Such application must be submitted at least 15 days prior to any regularly scheduled meeting of the Zoning Commission. If any submission requirements are incomplete or missing the application will not be processed further until the necessary items are submitted. When the application is deemed complete, the Zoning Inspector shall forward the application to the Zoning Commission.

If the Board of Trustees has appointed a licensed architect, the Zoning Inspector shall forward the application to the Township Architect.

If a licensed architect has not been appointed, or the position is vacated, the township architect responsibilities listed in this section shall be delegated to the Zoning Commission. Landscaping and architectural elements compliance and enforcement authority shall reside with the Zoning Inspector.

3. The Township Architect shall review the application and determine if it complies with the following criteria:
- A. The height, width and general proportions of the structure shall complement adjacent buildings so that an overall harmonious appearance is created.
 - B. Materials shall be appropriate for the structure and the use therein. Materials shall be weather-resistant. The materials shall be

compatible with and not in stark contrast to the materials used on adjacent structures.

- C. Colors and textures shall be appropriate for the size and scale of the proposed structures and shall be harmonious with adjacent structures.
- D. The materials, colors and finishes used for screening roof top mechanical equipment and other surface equipment shall be consistent with the primary structure and, to the extent practicable, such screening shall be designed as an integral part of the architecture of the building.
- E. Architectural details and ornamentation shall be meaningful to the overall design and appropriate for the size and scale of proposed structures; and harmonious with other architectural details and ornamentation, including those used on adjacent structures.
- F. Landscaping shall be in such locations, scale and amounts so that it is integrated with the building design and it enhances and clearly identifies entrances.
- G. Buildings shall be oriented in relation to proposed grading, existing natural features and existing structures on and adjacent to the site in order to maintain:
 - (1) Satisfactory proportions and scale;
 - (2) Reasonable light and air; and
 - (3) Privacy, as appropriate.
- H. The following styles and materials are inappropriate and shall be discouraged from use:
 - (1) Mansard roofs for one-story commercial structures.
 - (2) Pre-engineered metal buildings (e.g., "pole buildings").
 - (3) Exposed concrete or cinder block on the front or sides of any building (except split face, ½ high or other special "architecturally patterned" block).
 - (4) Stucco commonly known as "dryvit" unless it is utilized with bands of accent color, recessed or protruding belt courses, wide reveals or combinations thereof.

- (5) Sheet metal except as rain gutter/downspouts; exposed unstained wood; exposed steel nails; vinyl siding; and flimsy vertical wood siding (e.g., T-111); large expanses of flat concrete, or concrete block.
- 4. Township Architect's Recommendation. The Township Architect's opinions and recommendations, if available, shall be submitted to the Zoning Commission for their consideration. The Architect's recommendation may include suggested modifications to the application so that, in the opinion of the Architect, the application complies with the design review standards in Section 2203.b.3.
- 5. Public Notice. Prior to taking action on the final plan, the Zoning Commission may take such steps they deem necessary to notify affected property owners and invite comments at the Zoning Commission meeting. The Zoning Commission shall determine the extent of such notification based on the size and complexity of the proposed use and the anticipated impact on neighboring property owners.
- 6. Zoning Commission Review. In reviewing a final plan, the Zoning Commission shall consider: the recommendation of the Township Architect, if available; the location of buildings, parking areas and other features with respect to the topography of the lot and existing natural features such as streams and large trees; the efficiency, adequacy and safety of the proposed layout of internal streets and driveways; the location of the green areas provided, considering the possible effects of irregularly shaped lots; the adequacy of the location, landscaping and screening of the parking lots; and such other matters as the Zoning Commission may find to have a material bearing upon the stated standards and objectives of the various district regulations. In approving a site plan, the Zoning Commission shall find that the proposal complies with the applicable development standards and criteria of this Resolution and that:
 - A. The plan is consistent with any plan for the orderly development of the Township.
 - B. The appropriate use and value of property within and adjacent to the area will be safeguarded.

- C. The development will result in a harmonious grouping of buildings within the proposed development and in relationship to existing and proposed uses on adjacent property.
- D. The development provides for safe and convenient lighting for streets, driveways, parking areas, walks, steps and other facilities.
- E. Adequate provision is made for safe and efficient pedestrian and vehicular circulation within the site and to adjacent property considering the following:
 - (1) Distance between access driveways and from street intersections;
 - (2) Relationship with adjacent parking areas;
 - (3) Alignment with existing adjacent access driveways, to the extent possible; and
 - (4) Visibility of oncoming traffic as vehicles exit and enter the site, particularly in areas with varying topography.
- F. The development provides safe and efficient access for emergency vehicles onto and within the property.
- G. The development plan does not create a nuisance by interfering with or obstructing the public water, sanitary sewer or storm drainage system.
- H. Adequate provision is made for storm drainage within and through the site so as to maintain, as far as practicable, usual and normal swales, water-courses and drainage areas.
- I. The development will have adequate landscaped open space around the buildings and within the parking areas which is suitably located and designed to:
 - (1) Provide relief from buildings and other paved surfaces; and
 - (2) Reinforce the vehicular and pedestrian circulation pattern.
- J. The design of the proposed buildings and any modifications recommended by the Township Architect, if available, comply with the design criteria in Section 2203.b.3; and

- K. The plan, to the extent practical, will preserve and be sensitive to the natural characteristics of the site including, but not limited to, streams, rivers or other water bodies; and wooded areas.

During the review process, the Zoning Commission may ask for additional information in order to adequately evaluate the proposal and its compliance with this Resolution and may defer action on the application to subsequent work sessions or further discussion. The Zoning Commission may refer the application to other Township officials, Lorain County officials and/or other private consultants for their review and comment.

7. **Zoning Commission Action.**

- A. Following its review, the Zoning Commission shall either approve the application, approve the application with modifications or deny the application. If the application is approved, the Zoning Commission shall direct the Zoning Inspector to issue a zoning permit pursuant to the regulations in Section 2100. Such permit only authorizes the use as specified on the approved site plan application.
- B. An approved plan shall remain valid for a period of 18 months following the date of its approval. If, at the end of that time, construction has not begun, then such plan shall be considered as having lapsed and shall be of no effect unless resubmitted and reapproved by the Zoning Commission. Construction is deemed to have begun when all necessary excavation and piers or footings of one or more principal buildings included in the plan have been completed.

2204 DESIGN REVIEW FOR SINGLE-FAMILY STRUCTURES.

- a. **Submission Requirements.** All zoning permit applications for single family homes subject to design review pursuant to Section 2202.b shall submit the following to the Zoning Inspector.

The applicant shall provide thirteen (13) copies of the information listed in items “1” through “4”. The number of copies may be reduced at the discretion of the Zoning Inspector if the application is available in an electronic format.

1. A site plan indicating any existing buildings on the site, the proposed dwelling, parking, drives, landscaping and any other site features;
2. Four elevations including a front, rear and two side elevations, together with additional views or cross sections, if necessary, to indicate completely the exterior appearance of the structure. All elevations shall be drawn to the same scale, which shall be not less than one-quarter of an inch to the foot. Each elevation shall show the accurate location of windows, doors, shutters, chimneys, porches and other architectural features, all materials and finishes, an accurate finish grade line, existing topography and major vegetation features;
3. Samples of colors and building materials to be used, renderings and other illustrative material to convey exterior design elements; and
4. Photographs of the site and adjacent buildings within 200 feet of the site.

- b. Administrative Review. The Zoning Inspector shall review the application for completeness pursuant to subsection (a) and inform the applicant which items from the submission requirements have not been received or are incomplete. Such application must be submitted at least 15 days prior to any regularly scheduled meeting of the Zoning Commission. If any submission requirements are incomplete or missing the application will not be processed further until the necessary items are submitted. When the application is deemed complete, the Zoning Inspector shall forward the application to the Zoning Commission.

If the Board of Trustees has appointed a licensed architect, the Zoning Inspector shall forward the application to the Township Architect.

If a licensed architect has not been appointed, or the position is vacated, the township architect responsibilities listed in this section shall be delegated to the Zoning Commission. Landscaping and architectural elements compliance and enforcement authority shall reside with the Zoning Inspector.

- c. Design Review Criteria. If the Board of Trustees has appointed a licensed architect, the Township Architect shall review the application to determine whether or not the application complies with the following criteria.

If a licensed architect has not been appointed, or the position is vacated, the township architect responsibilities listed in this section shall be delegated to the Zoning Commission. Landscaping and architectural elements compliance and enforcement authority shall reside with the Zoning Inspector.

1. The exterior architectural character of the proposed structure, when erected, will not be at such variance with existing structures, or structures currently being built, in the immediate neighborhood or zoning district as to cause substantial depreciation in the property values of such existing structures or structures currently being built.
2. The orientation of the proposed structure is reasonably integrated with existing roads, driveways and pedestrian walkways abutting the property on which the proposed structure is to be built.
3. The structure shall not be substantially like any neighboring structure in existence, or for which a building permit has been issued. In partial fulfillment of this section, it is required that the proposed house will not have more than two of the following six characteristics similar to the two neighboring homes:
 - A. Similarity of the roof style of the proposed to the neighboring dwellings;
 - B. The roof pitch of the proposed structure being within three vertical units in twelve from a neighboring structure;
 - C. More than half of the exterior surface materials of the proposed structure being similar to an adjacent dwelling;
 - D. The relative location of an attached garage, porch, portico, breezeway, gable or other major design feature attached to the proposed structure is similar to an adjacent dwelling;
 - E. The relative location of entry doors, windows, shutters or chimneys in the proposed structure being similar to an adjacent dwelling;
4. The structure has no more than the equivalent of three single vehicle garage doors facing the street with the exception that structures located on corner lots are permitted a maximum of three vehicle garage doors facing the side street provided that at least one of the garage doors has a setback from such side street at least two feet greater or lesser than the other garage doors.
5. Simulated chimneys and exterior flues of contrasting and incompatible materials which do not complement the primary architectural style are prohibited.

6. Central air conditioning units are prohibited on or adjacent to exterior wall surfaces facing a street. When located in a side or rear yard, decorative fences shall be used to screen the unit.
- d. Township Architect's Recommendation. The Township Architect's opinions and recommendations, if available, shall be submitted to the Zoning Commission for their consideration. The Township Architect's recommendation may include suggested modifications to the application so that, in the opinion of the Township Architect, the application complies with the design review criteria set forth in the above subsection.
- e. Zoning Commission Action. The Zoning Commission shall consider the recommendation of the Township Architect, if available, in making its decision.
 1. Following its review, the Zoning Commission shall either approve the application, approve the application with modifications or deny the application. If the application is approved, the Zoning Commission shall direct the Zoning Inspector to issue a zoning permit pursuant to the regulations in Section 2100. Such permit shall authorize only the use and building design as specified on the approved application.
 2. Approval of the proposed dwelling shall remain valid for a period of 12 months following the date of its approval. If, at the end of that time, construction has not begun, then such approval shall be considered as having lapsed and shall be of no effect unless the application is resubmitted and reapproved by the Zoning Commission. Construction is deemed to have begun when all necessary excavation and piers or footings of the proposed dwelling have been completed.

2205 ENVIRONMENTAL STANDARDS AND CRITERIA APPLICABLE TO ALL DEVELOPMENTS.

- a. General Requirements. A drainage and erosion control plan, along with any easements or rights of way required, shall be included with other plans upon application for a zoning certificate for:
 1. The construction of all principal buildings.
 2. The construction of accessory buildings when the grade is changed.
 3. Any alteration of existing terrain to the extent that such alteration may cause erosion and/or drainage damage.

This plan must address both temporary and permanent measures for controlling erosion and drainage during and after construction.

The plans shall be submitted by the applicant to the Zoning Inspector. If additional review is required by this Resolution or at the request of the Zoning Inspector, the application shall be forwarded to the Zoning Commission. If it is determined by the Zoning Inspector that such additional review is needed, at the request of the Zoning Inspector the application shall be deemed incomplete until the results of such additional review have been completed by the Zoning Commission.

b. General Site Development Requirements.

1. The smallest area of land practical shall be disturbed and exposed at any one time during development.
2. Natural ground cover vegetation should be retained, protected, and maintained as much as possible during the construction process.
3. When land is exposed during development, the exposure should be kept to the shortest practical period of time.
4. The development plan shall be fit to the topography and soils so as to create the least potential for erosion and drainage problems. For all buildings and improvements, low wet areas, small drainage courses, and areas subject to slippage should be avoided.
5. The Township encourages an open/natural drainage solution when it relies primarily on natural contours and the preservation of existing environmental resources and does not require severe ditching, trenching or regrading. If the criteria in this section cannot be satisfied without significant disruption to the natural flow, then drainage courses (but not necessarily retention or detention ponds) shall be enclosed.

c. Soil Stabilization Requirements.

1. For erosion and sediment control purposes, the following areas shall have a temporary seeding:
 - A. Any area that will be left disturbed for longer than ninety (90) days, with such seeding being completed as soon as practical during the period of March 1 to October 31.

- B. Any area disturbed prior to October 31 which will be left bare over the winter, with such seeding being completed by October 31.
- C. Erodible areas (areas consisting of slopes of greater than four [4] percent) and any bank cuts, with such seeding being completed within thirty (30) days of disturbance unless it is impossible to complete such temporary seeding by October 31, in which case straw bales or mulch shall be used to control erosion over the winter.

All temporary seedings shall be maintained until permanent seedings are done. Temporary seedings shall not be needed if permanent seeding is done.

Temporary seedings are not required in a construction area which is within fifty (50) feet of the building.

- 2. The cut face of earth excavations, which is to be vegetated, shall not be steeper than two feet horizontal to one foot vertical.
- 3. Final grading and permanent seeding (or sodding) of construction sites, yards, ditches, swales, and cuts shall be done within thirty (30) days of completion. However, construction completed between October 1 and April 30 shall not have to have permanent seeding or sodding completed until May 30.

d. Drainage and Run-Off Control.

- 1. Existing ditches, streams or channels crossing through the property may need to be cleaned, enlarged or regraded to accommodate storm water. Ditches will be seeded and have other permanent erosion control and drainage features installed by the date specified in consultation with the Zoning Commission.
- 2. For construction and maintenance purposes, the property owner may be required to obtain a right-of-way easement off site in order to achieve an adequate drainage outlet.
- 3. Storm water retention/detention structures may be required if it is determined that accelerated storm water run-off could damage downstream properties or if an adequate drainage outlet cannot be achieved.

4. Existing intermittent surface drainage courses (swales) shall be maintained so as not to cause restriction or acceleration of flow that could cause damage to upstream or downstream properties.
 5. Current subsurface drains encountered or disturbed shall be reconnected or routed around the construction area if they serve surrounding properties.
 6. A maintenance program is required on all drainage systems (outlet ditches, subsurface and surface drains) that serve as drainage outlets for storm water, sanitary waste, or floodwater for multiple property owners. This does not apply to road ditches or any drainage works within the road right-of-way. This only applies to drainage systems that needed to be constructed or improved for the primary purpose of benefiting the development.
- e. Sediment Control Measures. The following temporary measures may be required to control erosion and sediment in areas of concentrated water flow and areas subject to sedimentation: temporary sediment basin; straw bale barrier; silt fence; storm drain inlet protection. These measures may be removed once permanent vegetation has become established.

REVISION HISTORY

<u>Date</u>	<u>Section #</u>	<u>Description of Change</u>	<u>Req. By</u>
7/10/01	ALL	Original Update	Twp. Trustees
7/23/02	2204, 2205	In Section 2204, typo in paragraph c.3 and paragraph c.3.E. In Section 2205, typo in paragraph c.1. Ref. Motion 7/9/02. Effective date 8/22/02.	Twp. Trustees
11/20/24	2201 2203 2204	<p>In regards to the number of copies provided:</p> <ul style="list-style-type: none">• In Section 2203.a, changed “Eleven (11) copies” to “The applicant shall submit the number of copies as determined by the Zoning Inspector”.• In Sections 2203.b and 2204.a, added one (1) paragraph “The applicant shall provide thirteen (13) copies...available in an electronic format”. <p>-----</p> <p>In regards to a Twp. Architect being available:</p> <ul style="list-style-type: none">• In Section 2201.b, changed “The Township Architect” to “If the Board of Trustees has appointed a licensed Architect, the Architect”.• In Sections 2203.b.2 and 2204.b, added two (2) paragraphs “If the Board of Trustees has appointed a licensed architect...authority shall reside with the Zoning Inspector”.• In Section 2204.c, inserted “If the Board of Trustees has appointed a licensed architect” and added one (1) paragraph “If a licensed architect...reside with the Zoning Inspector”. <p>-----</p> <p>In regards to the Twp. Architect’s recommendations: In Sections 2203.b.4, 2203.b.6, 2203.b.6.J, 2204.d, and 2204.e, added “if available”.</p> <p>-----</p> <p>In Section 2203.b.1, added item “L”. In Sections 2203.b.7.A and 2204.e.1, corrected “Section 1801” to “Section 2100”. Ref. Motion 10/8/24. Effective Date 11/20/24.</p>	Twp. Trustees

<u>Date</u>	<u>Section #</u>	<u>Description of Change</u>	<u>Req. By</u>